

# Washington County

## Job Description



<b>Title:</b>	Building & Transportation Manager	<b>Code:</b>	
<b>Division:</b>	Operations	<b>Effective Date:</b>	06/10
<b>Department:</b>	Council on Aging	<b>Last Revised:</b>	06/14
<b>Career Service:</b>	Yes	<b>FLSA:</b>	Yes

### GENERAL PURPOSE

Performs a variety of **administrative and supervisory duties** related to planning, organizing and coordinating the county-wide COA transportation program, including vehicle maintenance. Manages COA facilities maintenance and custodial operations.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the COA Director.

### SUPERVISION EXERCISED

Provides close to general supervision to Transportation Driver(s), center Custodian(s) and maintenance personnel.

### ESSENTIAL FUNCTIONS

Assists in the preparation of the annual budget; prepares applications for State and Federal funding and grants.

Covers for COA director and center supervisors when needed.

Researches, compares and obtains bids for products and services utilizing both the internet and local sources to get the best price.

Maintains record of services rendered and ridership files and related documentation for transportation program; prepares report in order to receive reimbursements; maintains and updates client usage records maintains records and monthly billings for fuel users.

Trains drivers on proper procedures including reporting client ridership, donations, vehicle safety inspection check list, and accident or emergencies; resolves complaints; assists in advertising to increase senior awareness of the program.

Maintains record of maintenance performed on departmental vehicles, including fuel consumption and related vehicle operational expenses; performs semi-annual inspections on UDOT and county owned vehicles; prepares required reports for Utah Department of Transportation; schedules buses for service under preventive maintenance program.

Performs a variety of duties related to organizing and coordinating senior center maintenance and cleaning schedule; coordinates electrical, plumbing, heating and other repairs; schedules building and parking lot maintenance; performs maintenance work as warranted and qualified.

Oversees all of the facility kitchens to ensure that the kitchen contractors are using proper food handling procedures and that kitchen and equipment cleaning schedules are being adhered to for compliance.

Attends meetings, seminars and workshops in order to keep abreast on funding and other areas related to program administration.

Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience

A. Graduation from high school or GED;

AND

B. Two (2) years experience of general management experience providing background in basic accounting, purchasing, fleet management or related field; Two (2) years experience in building maintenance:

OR

C. An equivalent combination of education and experience.

### 2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge** of computer programs and report writing; vehicle operation and safety regulations; **working knowledge** of record keeping systems and procedures; basic budget development and management; basic automotive maintenance; of geographical regions serviced; of state highway and driving laws; **some knowledge** of the special needs of elderly and handicapped citizens; **some knowledge** of various kitchen equipment and their uses, food safety regulations, general grantsmanship; general accounting; methods of fund raising.

**Skill** in creative problem-solving and dispute resolution.

**Ability** to exercise initiative and independent judgment and to react resourcefully under varying conditions; organize and maintain maintenance schedules; **ability** to establish effective working relationships with supervisors, co-workers, and senior citizens; **ability** to coordinate various program elements related to daily administrative activities; **ability** to communicate effectively, verbally and in writing.

### 3. Special Qualifications:

Must possess a valid Utah CDL License with a Passenger (P) endorsement.

Must submit to and pass a criminal background check.

Must have and pass a pre-employment drug test.

Required to take a defensive driving course offered by Washington County.

### 4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel by automobile in the normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.